

**Reclamation Manual**

Reclamation Acquisition Regulation System

401 DM Addition to FAR &amp; DIAR

PART WBR 1453 -- FORMS

WBR 1453.303-DI-1958

## DEPARTMENT OF THE INTERIOR

REQUEST TO  
ACCEPT FOOD, REFRESHMENTS, OR ENTERTAINMENT  
AT WIDELY-ATTENDED FUNCTIONS

See instructions and definitions on the reverse to determine whether you need to complete this form

<b>PART A: TO BE COMPLETED BY EMPLOYEE</b>		
EMPLOYEE'S NAME		TITLE
SOURCE OF FOOD, REFRESHMENTS, OR ENTERTAINMENT		APPROXIMATE VALUE
DATE OF THE EVENT	TIME OF THE EVENT FROM: TO:	NATURE OF EVENT
<b>PART B: TO BE COMPLETED BY SUPERVISOR</b>		

Check Appropriate Box

I hereby ☐ APPROVE ☐ DISAPPROVE the above employee's request to accept food, refreshments, or entertainment of a nominal value. In granting this approval (if applicable), I have determined that all of the conditions below apply:

1. The event is a widely-attended gathering of mutual interest to the government and the private person(s) or organization(s) sponsoring or attending the event.

2. It is in the Department's interest for the employee to attend an event at which food, refreshments, or entertainment are being provided.

3. Acceptance of the food, refreshments, or entertainment by the employee will not create an unacceptable conflict or apparent conflict of interest.

4. The type of event is not so lavish that the entertainment aspect of the event will predominate over the business aspect.

SUPERVISOR'S SIGNATURE	TITLE	DATE
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THIS FORM SHALL BE RETAINED BY THE EMPLOYEE

DI-1958 (May 1989)

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**INSTRUCTIONS**

THIS FORM MAY ONLY BE USED TO AUTHORIZE THE ACCEPTANCE OF FOOD AND REFRESHMENTS FROM A PROHIBITED SOURCE AT WIDELY-ATTENDED EVENTS. ACCEPTANCE OF FOOD AND REFRESHMENTS FROM A PROHIBITED SOURCE AT AN EVENT THAT IS NOT WIDELY-ATTENDED IS PROHIBITED.

**THIS FORM IS REQUIRED WHEN:**

1. The source of the food or refreshments is an individual or organization that has or is seeking business with the Department, is regulated by the Department or has interests that can be affected by the performance or non-performance of the employee's official duties.
2. The source is a public interest group, profit or non-profit, which is neither regulated by nor does business with the Department but which seeks regulatory action by the Department.
3. The source is a professional, trade, or business association, a substantial majority of whose members are regulated by or do or seek to do business with the Department.
4. The source is a foreign or domestic business, or a representative of such a business, seeking a benefit or an action such as a contract, permit or license from the Department.
5. The source is otherwise a prohibited source under the criteria of Executive Order 12674 and in 43 CFR 20.735-6(b)(1) which prohibit employee actions that create an actual or an appearance of conflict of interest.

**THIS FORM IS NOT REQUIRED WHEN:**

1. The employee is the guest speaker at the event and acceptance of the food and refreshments, as a guest speaker, will not create an unacceptable conflict or appearance of conflict of interest.
2. The food is brought in to facilitate the continuance of a meeting or inspection tour and is not itself the focus of the event.
3. The cost of the food and refreshments is paid for by the Government.
4. The source of the food or refreshments is not a prohibited source.

**DEFINITIONS**

**WIDELY-ATTENDED:** The event includes representatives from several organizations. Representatives from companies that are members of an association that sponsors a business event with the Department of the Interior are considered representatives of their respective companies and not representatives of the association.

**PROHIBITED SOURCE:** Includes any individual or entity described in the instructions for this form. In addition, managers or supervisors can determine that an individual or entity is a prohibited source based on a concern for the appearance of a conflict of interest. For example, an individual or entity that offers an employee a gift of food or refreshments because of the position the employee holds may be such a prohibited source.

**NOMINAL VALUE:** A fair market value of \$35.00 or less in United States currency.